

City of Kankakee, Director of Planning and Zoning

Department: Administration/Community Development Agency

Location: 304 S. Indiana Avenue, Kankakee, IL 60901

Date Posted: July 30, 2018

Salary Range: Commensurate with experience and qualifications

Summary:

The City of Kankakee (pop. 26,000) is seeking a Director of Planning and Zoning. Located just 50 miles south of Downtown Chicago, the City of Kankakee is a full-service community employing approximately 250 employees and an annual budget of \$40M. The Director is appointed by the Mayor with confirmation by the City Council and reports to the Mayor and the 14-member Council.

Under the direction of the Mayor, the Director performs complex supervisory, administrative and professional work in daily activities that reflect and support the City of Kankakee Comprehensive Development Plan. This position is also responsible for the development of the City's areas of impact through implementation of comprehensive plans, zoning ordinances and regulatory enforcement. Extensive interaction is required with the City Management Team, City Council, the City Planning & Zoning Commission, and the Public regarding the issues relating to land use, planning and zoning regulations. The individual must work closely with other City departments, agencies, and committees to develop partnerships and to explore additional funding sources.

Experience, Training and/or Education:

Any combination of experience, training, and education which provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the job will be considered.

- Bachelor's degree in Planning or related degree.
- American Institute of Certified Planners (AICP) Certification, and five (5) years' experience in local government or related planning position.
- Valid State of IL driver's license is required.
- Knowledge of the following areas is required: principles and practices of planning and zoning regulations; local, city and state codes; budget preparation.
- Candidates must be able to perform the following skills: train, assign, motivate, supervise and evaluate the work of others; make presentations before various departments, councils, and commissions and other groups; respond to citizen requests in a courteous manner; prepare and maintain complete and accurate inspection records; make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures.

Residency:

Residency required within one (1) year of hire.

How to Apply/Application Deadline:

Interested applicants should apply online with résumé, cover letter, and contact information for five professional references by August 30, 2018 via email to cacroswell@citykankakee-il.gov. The City of Kankakee is an equal opportunity employer. (EOE)